3. All information with regard to the materials and making charges for the same may be had on application at the office of the Excise Commissioner, Bangalore.

Description of articles	Limit of each order	Date of delivery
Warrington shade No. 2 Khaki for Sub-Inspectors, 122 suits, 6 yards per suit.	732 yards.	
Medium No. Khaki for markers and peons. 583 suits, 6 yards per suit.	3,498 yards.	
Woollen patties	705 pairs.	
Mull cloth for pagady	3,525 yards.	
Boots	140 pairs. 15 pairs to be No 7 size. 75 pairs to be No. 8 size. 25 pairs to be No. 9 size. 25 pairs to be No. 10 size.	
Sandals	550 pairs. 100 pairs to be No. 7 size. 100 pairs to be No. 8 size. 100 pairs to be No. 9 size. 100 pairs to be No. 10 size. 100 pairs to be No. 11 size. 49 pairs to be No. 12 size. 1 pair to be No. 16 size.	

Each tender should be addressed to the undersigned and sent in a sealed cover accompanied by a deposit of Rs. 250 for the whole or Rs. 50 for each kind of goods.

B. SHAMANNA,
For *Excise Commissioner in Mysore.*

EDUCATION DEPARTMENT.

Notification D. No. 6, *dated* 16*th September* 1912.

The following Subsidiary Rules framed by the Board for the award of Secondary School Leaving Certificates under Rule IX of Government Notification No. 1375-6—Edn. 432-11-7, dated 12th August 1912, are published for general information :—

DATE AND NATURE OF PUBLIC EXAMINATION.

The first Public Examination under the Scheme will be held on the last Monday in March, every year unless it be a holiday authorised by Government, when the examination will begin on the next working day.

There shall be only one paper in English as in other subjects, English composition bearing on the text-books and non-detailed study books done at school generally. General subjects for essays also may be set.

The papers shall ordinarily afford a wide choice of questions.

THE SCHOOL YEAR.

The school year commences on the reopening of the schools after the summer vacation, and the first term will close with the commencement of the Dasara holidays. The second term will begin with the reopening of the school after the Dasara and close at the beginning of the summer vacation.

PRESENTATION FOR THE PUBLIC EXAMINATION.

A list of the pupils to be presented at the public examination must be forwarded by the headmaster of the school from which they are presented to the Secretary to the Board not later than the 20th of December preceding the examination. This list should be accompanied by the treasury receipts for the fees; the fee will not, under any circumstances, be returned. Headmasters are, therefore, requested to take particular care to see that the pupil is eligible for the examination.

To present a pupil for the public examination will be regarded as a declaration on the part of the headmaster that, in his opinion, the pupil, by the end of that school year, will have completed satisfactorily a definite course of study. In deciding whether a pupil is competent to appear, the headmaster should be guided by considerations similar to those on which he decides the annual promotions from one form to another.

The school-leaving certificates of pupils to be presented at the public examination must reach the Secretary to the Board not later than the 1st April immediately succeeding the examination.

AGE LIMIT.

The pupils to be presented in any year must have completed the age of 15 by the 1st of March of that year.

ENTRIES IN REGARD TO NAME, ETC., AND SCHOOLS ATTENDED.

The entry No. 7 of page 2 of the school-leaving certificate should be made only when sending the certificates in, at the end of the course in the sixth form. Entries 1, 2, 3, 4, 5 and 6 should be filled in, as a rule, at the commencement of the fourth form course, but in the case of pupils joining the fifth and sixth forms in 1912 should be filled in as soon as the certificate is provided. Entry No. 6 must include *all* schools attended previously to the making of the entry.

ISSUE AND CARE OF CERTIFICATE FORM.

Certificate forms will be issued through the Inspectors and Inspectresses only and only to managers or headmasters. A treasury receipt for the value of the forms required (5 annas each) must be furnished with the application. Headmasters will issue the forms to their pupils. The certificates will ordinarily be kept in the custody of the headmaster, but should be given to pupils for exhibition to their parents or guardians, at the end of each term. The headmaster shall forward to the Secretary to the Board through the Inspector a copy of the register of pupils to whom the certificates have been assigned for record in his office.

It will obviously be necessary to take the utmost possible care to preserve the certificates from loss, injury or destruction; for, while headmasters will do well to keep books with duplicate entries, it may happen that a certificate will be irreplaceable.

Under no circumstances should pages be removed or erasures be made. Any alterations that may be necessary should be legibly *signed* and dated by the headmaster as any such alteration may clearly become the subject of future enquiry. Erasures and unauthenticated or fraudulent alterations will lead to the cancelment of the certificate.

The greatest care will be taken of certificates while in the custody of the department but no responsibility can be accepted.

No second certificate form shall on any account be issued to a pupil without the sanction of the Board. In applying for such sanction, the clearest possible evidence of accidental loss or destruction should be furnished.

TRANSFERS.

When a pupil is transferred from one school to another, the original certificate will not be given to the pupil, but will be sent, with due regard to safe delivery, by the headmaster of the school left to the headmaster of the school joined.

DISQUALIFICATION OF PUPILS.

The results of the public examination will not be entered in the certificate of any pupil whose certificate does not show that he has attended the requisite number of days during the second term.

Pupils whose certificates do not fulfil all the other required conditions will be similarly disqualified.

ATTENDANCE AT SCHOOL NECESSARY.

Pupils can appear at the public examination only when presented thereat by their headmaster and must have attended the fourth, fifth and sixth forms of a recognised school.

Pupils presented for a second or any subsequent examination must have further attended a recognised school for at least the term in which the examination is held and the term immediately preceding.

SCHOOL WORK.

The Board considers that the entry referring to the school work in handwriting and manual training may suitably take the form of a remark as in the case of physical training.

When a pupil has studied any particular subject or subjects along with pupils of a higher class, a note may be added in connection with the entry of the percentage of marks for school work to the effect that the marks refer to work done in a form or set higher than the form to which the pupil nominally belongs.

Many schools have already a system of awarding school marks based upon the work done in the school from day to day, but it is feared that in many others there is no such system and the only marks given to the pupils express the results of periodical and formal written examinations.

To make the entries in the school-leaving certificates with regard to school work of any real value, it will be necessary for all schools to adopt a system which gives great prominence to all the regular class work.

The attention of the headmasters is drawn to the fact that it will greatly detract from the value of the certificates provided by them should the Inspector find it necessary to make an endorsement upon the certificates commenting adversely upon the system of awarding the school marks or to the effect that they are based entirely upon formal written examinations.

Oral work, compositions, class exercises, note books, map drawing and other practical work should be taken into account.

FAILURE AT MATRICULATION.

In the case of school-leaving certificates filled in on behalf of pupils in the sixth form in 1912, there must be an entry on page 2, when any year has been previously spent in that form, to show whether the pupil appeared for the Matriculation examination and, if so, the subjects in which he failed on each occasion, thus :—

1909, Form VI, A. B. C. High School, Matriculation, 1909 failed in English and Mathematics.

1910, Form VI, D. E. F. High School, Matriculation, 1910 failed in Science.

Should any instance be found in which this instruction has been neglected, the pupil will be disqualified from holding a certificate.

SCHOOL DAY AND ATTENDANCE.

The school day shall consist of at least four hours; but two meetings, each of not less than two hours' duration whether on the same or on different days, may be counted as one attendance.

"FORM AVERAGE."

This entry should be the average of the marks given for school work to the form as a whole (for any particular subject) and not to any division of a form.

PERCENTAGE OF MARKS "AT SCHOOL" (CERTIFICATE, PAGE 18).

These entries should be made by the headmaster who presents the pupil, but should represent the average of the six entries and the three Inspector's Examinations, whether made at one and the same school or at more than one school, which are to be taken into account in regard to work in the fourth, fifth and sixth forms, respectively.

It must be noted in this connection that the school work of a year in which the pupil is not promoted to a higher form, or is not presented for the examination, shall not be taken into account.

On page 19, the entries may be the averages of less than six term entries, if during six terms the subject has not been successively studied. On page 20, these entries will ordinarily be the average for two terms' work only.

"RANK" (CERTIFICATE, PAGE 18).

This will represent the order of merit in each subject in which the headmaster places the pupils presented by him at any one time; if two or more pupils are bracketed as of equal rank, the requisite number of places must be omitted from the series thus, if two pupils are ranked first, the next pupil in order of merit will be third. The total number of pupils placed in order of merit should always be shown and the entry take this form :—27th out of 65, where 65 pupils are being presented at one and the same time from the school.

MARKS OF IDENTITY.

It is obviously of extreme importance that the owner of a school-leaving certificate should be able to prove his ownership at any time if called upon to do so. This fact should be impressed upon pupils.

Finger-prints are the most convenient and certain mode of identification.

The apparatus required for taking impressions consist of the following articles:—

A sheet of tin or copper 10½ inches by 7, or of such other size as experience may show to be most convenient, screwed, down by its corners to a board one inch thick, an ordinary printer's roller and a tin of printer's ink. Both roller and slab must be thoroughly cleansed with kerosene oil each occasion after use, dried with a rag and put out of the way of dust.

The manner in which impressions should be taken is explained below:—

(i) Squeeze a drop of ink on the plate and work it with the roller till it forms an even layer over the surface. The ink must be so thin as to allow the colour of the plate to show through it.

(ii) Then take the little finger of the left hand, roll the bulb slightly on the inked slab and roll it again on the paper in the space marked for that finger; do the same with each of the other fingers and thumb in succession so that the imprints of them may be taken in their allotted places on the paper.

A drop or two of kerosene oil added to the ink makes it more fluid. The inked finger should only be rolled once on the paper from one side to the other and then removed cleanly without smudging the pattern. To afford clear scope for identification, the whole of the finger (or thumb) between the tip and first joint must be impressed.

Where evidence of identity is to be based upon personal marks and not upon finger-prints, such evidence as is afforded by height, colour, physical development, dentition, etc., is not suitable as being liable to alteration.

Personal peculiar marks, such as moles, permanent scars and abnormalities, are the only ones that can be utilized. In describing them, care should be taken to select two or three such marks which are distinctive. Their size, shape and exact position should be recorded, *e.g.*, a brown mole, size of a pea, situated 1½ inches to the right of the left nipple, an oval depressed scar 3 inches below right knee-joint.

TRANSITORY REGULATIONS.

During 1912 and 1913 the course would comprise only 2 and 4 terms, respectively. The Madras University syllabuses in languages and the Madras S. S. L. C. syllabuses in respect of other subjects will be followed generally, pending revision of the syllabuses as a whole.

REGISTERS, ETC.

In the high school section the following special registers shall be maintained in the forms given in the appendix to these instructions and shall be open to examination at any time by the Inspector of Schools concerned, or by members of the Board, or by persons deputed by the Board.

1. *Daily Attendance Register.*—This shall be maintained for classes of the high school section only, in place of the attendance registers hitherto prescribed for use.

2. *Teacher's Register.*—This register shall be in book form. There shall be one book for each form, or section of a form, in the high school section, and in this book there shall be one page for each subject in each month. The teacher of each subject in the high school section shall be responsible for the entry of marks relating to his subject in this register in accordance with the instructions given below. The entries shall be initialled by him when the marks are entered.

The marks entered in this register will relate to (*a*) class work, and (*b*) examination work.

(*a*) *Class Work.*—This will be of two kinds, oral and written. By written work is meant work done in writing within a school period to test what cannot be so accurately tested orally. The term "written work," besides its ordinary meaning, may be taken to include map-drawing and the maintenance of note books in the various subjects. The aim of both oral and written class work shall be to ascertain whether a lesson has been satisfactorily prepared out of school, or whether due attention has been paid to instruction given in school.

It is not necessary that the whole or even the major part of a period should be devoted to work for which marks are assigned.

(i) The number of mark entries for each pupil for any one month shall not be less than six in English, and less than four in other subjects, during the month, except in the case of science and drawing where some relaxation of this rule is permissible.

(ii) No previous notice shall be given of the periods in which marks are to be recorded.

(iii) Pupils who are absent, whether with or without permission, shall receive no marks for the period or periods in which they are absent.

(iv) Marks for oral class work shall be entered in the register before the teacher leaves the class room, and marks for written work, so far as possible, not later than three days after the close of the lesson to which they relate.

(v) Separate exercise books shall be kept by pupils for written class work in each subject and these books shall be preserved as records for one year.

(vi) The maximum marks for class work for purposes of any one entry shall be ten.

(*b*) *Examination Work.*—(i) In each subject the marks of at least one examination shall be recorded in the teacher's register during the course of each term.

(ii) The total number of entries relating to examinations shall not exceed two for any one subject in any one term.

(iii) The maximum marks for examination work in any subject in any one term shall not exceed 30 per cent of the maximum marks assigned to class work in the same subject in the same term.

(iv) No previous notice of the date of examinations need be given to the pupils.

(v) The rules regarding absence without leave in the case of class work shall be applicable also in the case of examinations.

(vi) Examinations may be held at any time in the term, and it is not necessary that there shall be an examination in *all* subjects at the *close* of a term.

(vii) In the case of second language periods, and in all cases of division of a form, or section of a form, during one period for different subjects, special arrangements shall be made to ensure the prompt entry of marks in the teacher's register by those teachers who are not able to have the register with them in class.

(viii) So far as possible, examination work shall be entrusted not to the teacher responsible for the subject in the class, but to a teacher who takes the subject in another class, or to any other competent person. Copies of all questions set in examinations shall be kept as permanent school records.

3. *The Monthly and Terminal Registers.*—(i) At the end of each month the marks assigned to each pupil in each subject shall be added up and the totals transferred in the form of percentages from the teacher's register to the monthly and terminal register.

(ii) This register shall be in the form of a book containing one sheet for each month of the school year, and one sheet for each term. Each sheet shall be numbered.

(iii) There shall be one book for each form for each school year.

(iv) The headmaster shall be at liberty to moderate marks given where there are more sections than one in a class.

(v) Details of each pupil's progress and conduct during the month will be entered in the teacher's register with the headmaster's remarks, if any. Such details shall be summarised on the monthly sheet and a final record made in the terminal register by the headmaster. Similar records will be made with reference to religious instruction, manual training, athletics and games, and handwriting.

4. *Conduct Register.*—(i) In this register, which shall be kept either separately for each class, or for all pupils of the high school section together, there shall be one page for each term. On this page, which shall have no specific headings, the headmaster shall record at the end of the term special points noted by himself or his staff regarding the character, conduct and special aptitude of each pupil.

(ii) He shall take into account the remarks recorded in the attendance register and monthly and terminal registers, but shall not confine himself to a consideration of these remarks which relate almost entirely to behaviour in school.

(iii) Particular attention shall be paid to a pupil's behaviour out of school, whether on the play ground or elsewhere.

(iv) Any decided interest shown in outdoor pursuits not directly connected with school work shall be recorded. Special merit or failure in such matters as truthfulness, personal cleanliness, neatness, punctuality, kindness to fellow pupils, obedience, courage, etc., shall receive due attention.

(v) The headmaster should impress on his staff the importance of close association with pupils out of school hours, and should stimulate their interest in their pupils by calling them together to obtain their advice when the time comes for recording remarks in the conduct register.

(vi) At the bottom of the page in the conduct register shall be written an exact copy of the remarks entered for the corresponding term under the heading "special aptitudes, character and conduct" in the Secondary School-Leaving Certificate of the pupil concerned.

5. *Athletics and Games Register.*—(i) In this register, which shall be kept either separately for each class or for all pupils of the high school section together, there shall be one page for each pupil for each term. On this page shall be recorded by the headmaster:—

The games and physical exercises in which the pupil has taken part during the term.

Attendance at the same, regular or irregular. Progress made in the same.

(ii) At the bottom of the page shall be written an exact copy of the remarks entered for the corresponding term under the head *athletics and games* in the Secondary School-Leaving Certificate of the pupil concerned. The following measurements shall be recorded for each pupil separately in this register, when he joins the high school section, and at least once a year during his stay in that section.

Age.	Chest contracted.
Weight.	Waist.
Height.	Upper right arm.
Neck.	Left calf.
Chest expanded.	

The registers prescribed above will contain all the materials required for entries under the various terminal headings of the School-Leaving Certificate. From these registers duplicate copies of the School-Leaving Certificates shall be prepared, subject to regulations issued by the Board, in the event of the original certificates being lost. For the preparation of these duplicate copies there shall also be preserved in a separate book, to be maintained for the purpose, copies of the entries made on pages 2 and 3 of each pupil's certificate.

All entries in all the registers prescribed above shall be made in ink. No entry once made shall be erased, and all corrections shall be initialled.

The registers, when not in use, shall be in the custody of the headmaster who shall see that they are kept under lock and key. The headmaster shall sign or countersign, as the case may be, all registers at the end of every month, in the case of monthly entries, and at the end of every term in the case of terminal registers.

The registers mentioned above will take the place of those now in use for similar purposes in the high school section of high schools and will be supplied on payment by the Education Department.

HIGH SCHOOL

Attendance register for the month of ... *191* ... *Form*.....

Admission No.	Class No.	Name	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	No. of school days	No. of attendances	No. of school days brought forward	No. of attendances brought forward	Total percentage of attendances (for the term)	Head-master's remarks on progress and conduct
		Total number on the roll.																																					
		Number present daily																																					

1 Number on the roll at beginning of month
2 Number admitted during the month.
3 Number left during the month.
4 Average number on roll during the month
5 Average daily attendance.

SECONDARY SCHOOL LEAVING CERTIFICATE.

TEACHERS' REGISTER.

Class *Subject* *for the month of* *191*

No.	Names	Maximum marks / Date	Examination marks	Total	Percentage	Marks as moderated by the headmaster	Rank	Teacher's remarks on progress and conduct in class	Inspector's remarks
1									
2									
3									
4									
5									
6									
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10									
11									
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33									
34									
35									

Form average.

Memoranda,

(Special remarks intended for information of headmaster.)

MONTHLY AND TERMINAL REGISTER, SECONDARY SCHOOL LEAVING CERTIFICATE.

Form..... *Record of School Work for* $\frac{month}{term}$ } 191

No.	Names	English	Vernacular	Elementary Mathematics	Elementary Science	Geography	History of India	Manual Training and Drawing	Optional Subjects					Religious and Moral Instruction	Athletics and games	Handwriting	Headmaster's remarks on progress and conduct in class